



Work Area 9 ICT SKILLS

3.19 USE ELECTRONIC DATABASE SKILLS TO ACCOMPLISH SYNCHRONISATION BETWEEN DEVICES

- **LO82: Demonstrate ability to use synchronization between devices (e.g. mobile device and outlook)**



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Module Details

Work Area Code:	9
Work area title:	ICT Skills
Unit Code:	3.19
Unit Title:	USING ELECTRONIC DATABASE SKILLS TO ACCOMPLISH SYNCHRONISATION BETWEEN DEVICES
Learning Outcomes Nos:	LO82
Learning Outcomes titles:	<ul style="list-style-type: none">Demonstrate ability to use synchronization between devices (e.g. mobile device and outlook).
Recommended Duration:	2 hours
Trainer:	

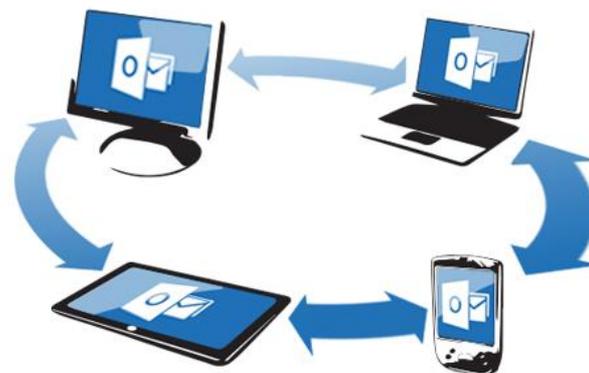


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Overview: Start at the beginning

- ✓ In this course, you'll learn how to synchronize common devices.
- ✓ You'll find out how to synchronize Calendar, Contacts, Files, Folders, Pictures, Videos etc and solve the most frequent problems when synchronizing



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What synchronization is

- When you synchronize a device such as a phone or an ipod, you're synchronizing the data on the device with your computer.
- The same data exists in both places.**
- The syncing process results in both the device and the computer being updated with the most up-to-date files.



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Problems from lack of synchronization

- Data loss
 - When our data is located in a single hardware drive, if this drive is damaged, we won't be able to retrieve the data
- No data “on the go”
- Retrieving data to new devices only through the use of hardware



The advantages of synchronization

- No more data loss
- Updated data in all synchronized devices
- Retrieving data to new devices



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Devices that can synchronize

- Desktop PC
- Laptops
- Smart phones
- Tablets
- Social Media (LinkedIn, Twitter, Facebook)



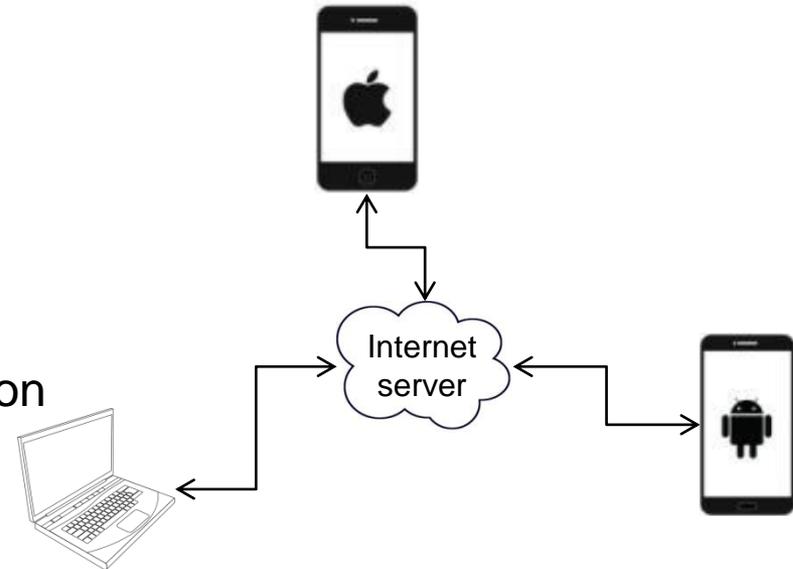
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Steps of synchronization

- **Create an account** to a Provider (Microsoft, Google, Apple etc.)
- Set this account to all devices for synchronizing
- Configure applications to have access on the Provider's internet server
- Synchronize data through Provider's internet server



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Creating an account



Create your Google Account

One account is all you need

One free account gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name
First Last

Your email address

[I would like a new Gmail address](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone
 +30

Location
Greece (Ελλάδα)

[Next step](#)



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Creating an account

Windows Live



The efficient way to do email

- » Fight spam with Microsoft SmartScreen technology
- » Manage your email accounts in one place
- » Access your email from your mobile phone

[Learn more >](#)

Don't have a Hotmail account?

[Sign up](#)

Get a Windows Live ID and get into **Hotmail**, **Messenger**, and other Microsoft services.

[Don't have a Hotmail account?](#)

sign in

Windows Live ID:

Password:

[Forgot your password?](#)

Keep me signed in

Not your computer?

[Get a single use code to sign in with](#)



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- Microsoft Outlook (Android)
- Apple iTunes (Apple iPhone or iPod)



- Google Drive
- Microsoft OneDrive
- iCloud
(Apple iPhone or iPod)



Google Drive



OneDrive



iCloud



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Google Drive

Meet Drive Using Drive **Download** For Work Help

Get Drive Everywhere

Install Drive on your smartphone, tablet and computer so you can keep your files safe and easy to reach from anywhere.

Download Drive



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Microsoft

Home Business Plans Download How-to

OneDrive for Windows

Install OneDrive to get started on your Windows.

Download

Android iPhone Windows Phone Xbox

View system requirements. Downloading the app means you agree to the Microsoft service agreement and privacy statement. This software might also download and install its updates automatically.



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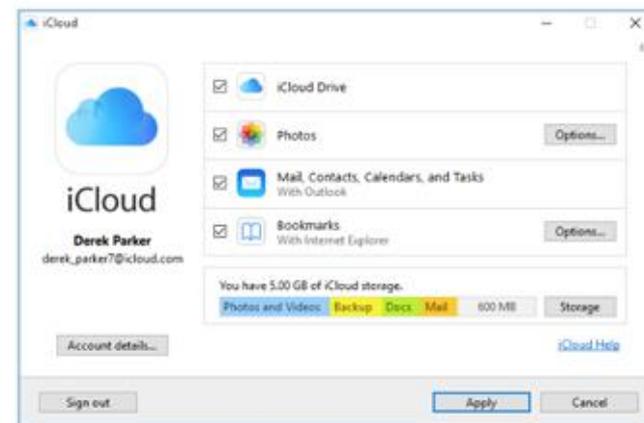
Download iCloud for Windows

With iCloud for Windows, you'll have your photos, videos, mail, calendar, files, and other important information on the go and on your Windows PC.

Get everything you love, on every device you use

When you download and [set up iCloud](#) on your Windows PC, your photos, videos, mail, files, and bookmarks are accessible on all of your devices. If you need help, you can find [solutions to common issues](#) or [learn more about iCloud for Windows](#).

[Download](#)



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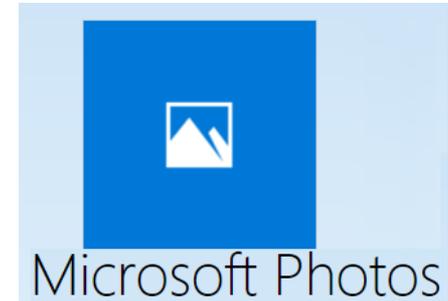
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- Google Photos
- Microsoft Photos
- iCloud
(Apple iPhone or iPod)



Google Photos



Microsoft Photos



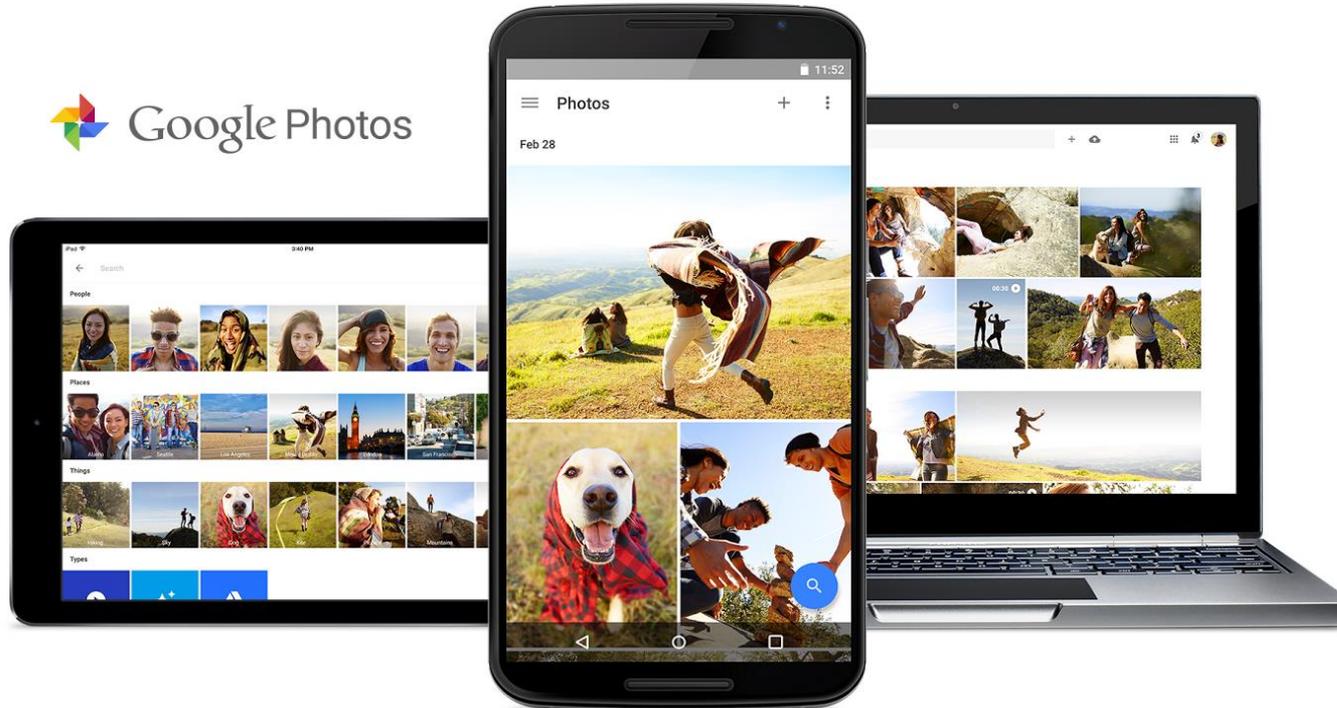
iCloud



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Microsoft Photos

Microsoft Corporation

★★★★★ (194K)

Free

Get the app >

This app does not work on your device.
May require certain hardware. See [System Requirements](#) for details.

Description

The best place to enjoy, organize, edit, and share all your digital memories. It brings together photos and videos from all your devices, enhances them to make great photos even better, and organizes them into beautiful albums for you.

Available on

Xbox One Windows Holographic PC mobile device

Screenshots

mobile device ▾



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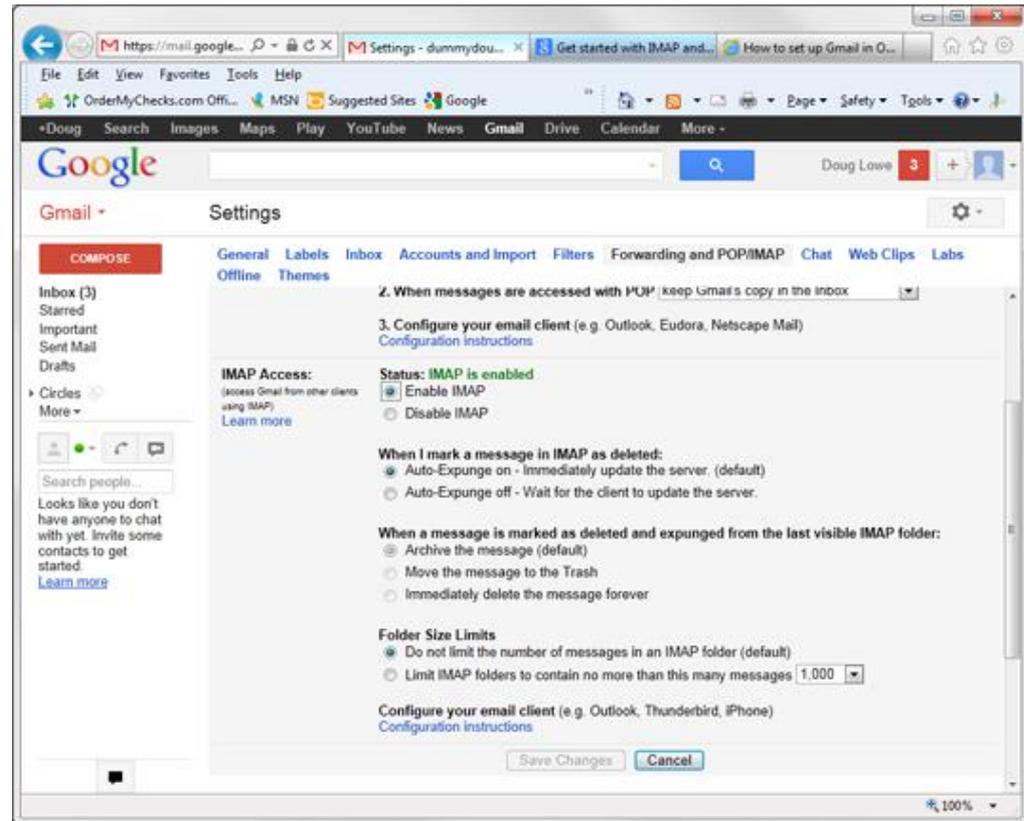
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Configure Gmail to work with Outlook

Configuring Gmail settings

- Log into your Gmail account
- Click the gear icon at the top right, then choose Settings
- Click Forwarding and POP/IMAP to bring up the POP and IMAP settings
- Click Enable IMAP
- Click Save Changes



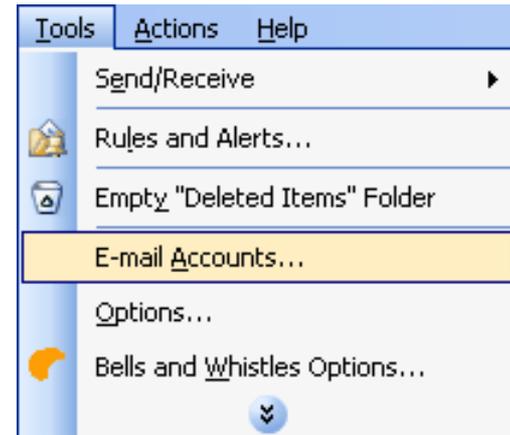
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- **Configuring the Outlook Gmail settings**

- Start Outlook: from the main Outlook window, go to Tools -> Email Accounts



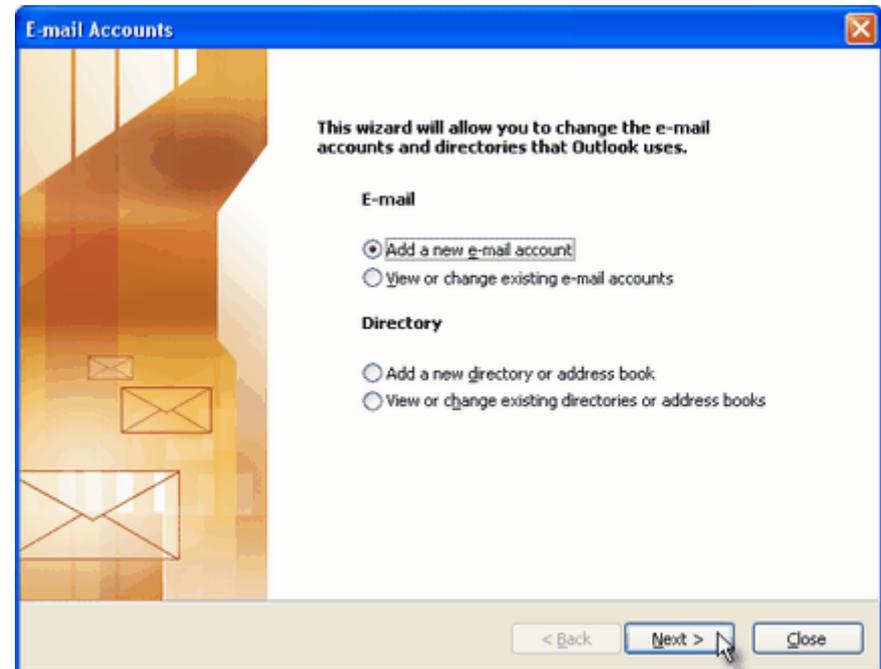
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Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**
 - On the Outlook popup window, select to "Add a new e-mail account" and click on Next.



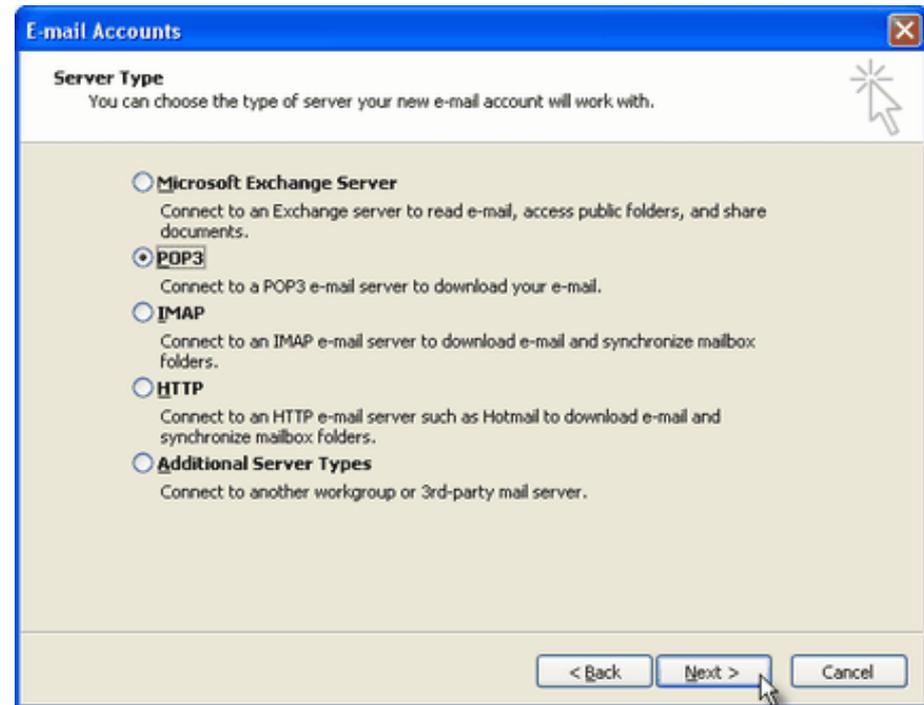
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Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**
 - On the server type step, select POP3 or IMAP (depending on your needs) for the Outlook email account type, then click on Next.
 - There is no need to select the IMAP type, because the Gmail web based account will anyway keep a copy of all emails, just like an IMAP account would do.



Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**

Specify your Outlook Gmail settings, such as your Gmail username and password, and Outlook Gmail display name.

On the User Information section, enter your Name (it can be anything, but remember this is going to be the name/text that people will see when you will send them an email via your Outlook Gmail account) and your Gmail email address.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="User"/>	Incoming mail server (POP3): <input type="text" value="pop.gmail.com"/>
E-mail Address: <input type="text" value="user@gmail.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="username@gmail.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**

On the Server Information section, enter the Google Gmail servers:

POP Gmail servers for Outlook:

- Incoming mail server: pop.gmail.com
- Outgoing mail server: smtp.gmail.com.

IMAP Gmail server for Outlook:

- Incoming mail server: imap.gmail.com
- Outgoing mail server: smtp.gmail.com.

The screenshot shows the 'E-mail Accounts' dialog box in Outlook, specifically the 'Internet E-mail Settings (POP3)' section. The dialog is titled 'E-mail Accounts' and has a close button in the top right corner. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The settings are organized into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' includes 'Your Name' (User) and 'E-mail Address' (user@gmail.com). 'Server Information' includes 'Incoming mail server (POP3)' (pop.gmail.com) and 'Outgoing mail server (SMTP)' (smtp.gmail.com). 'Logon Information' includes 'User Name' (username@gmail.com), 'Password' (masked with asterisks), and a checked 'Remember password' box. There is also an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' includes a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom of the dialog are '< Back', 'Next >', and 'Cancel' buttons. A mouse cursor is pointing at the 'Next >' button.

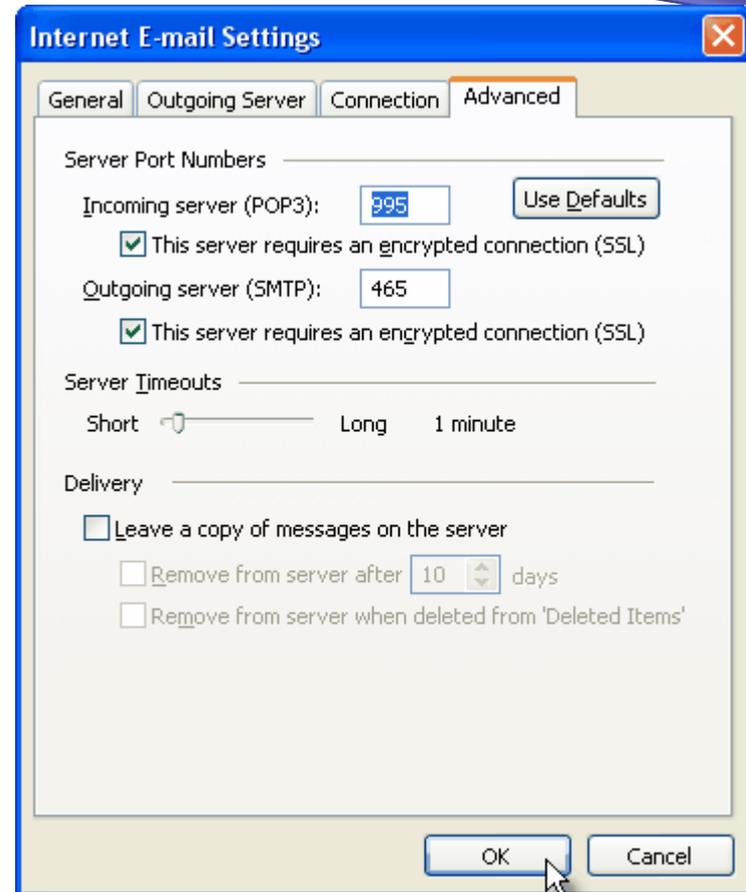
Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**

Click on the "More Settings" button and go to the "Advanced" window tab.

If you use Gmail as a POP Outlook account:

- On the "Incoming server (POP3)" field, enter 995 and mark the box "This server requires an encrypted connection (SSL)";
- On the "Outgoing server (SMTP)" field, enter 465 and mark the box "This server requires an encrypted connection (SSL)".



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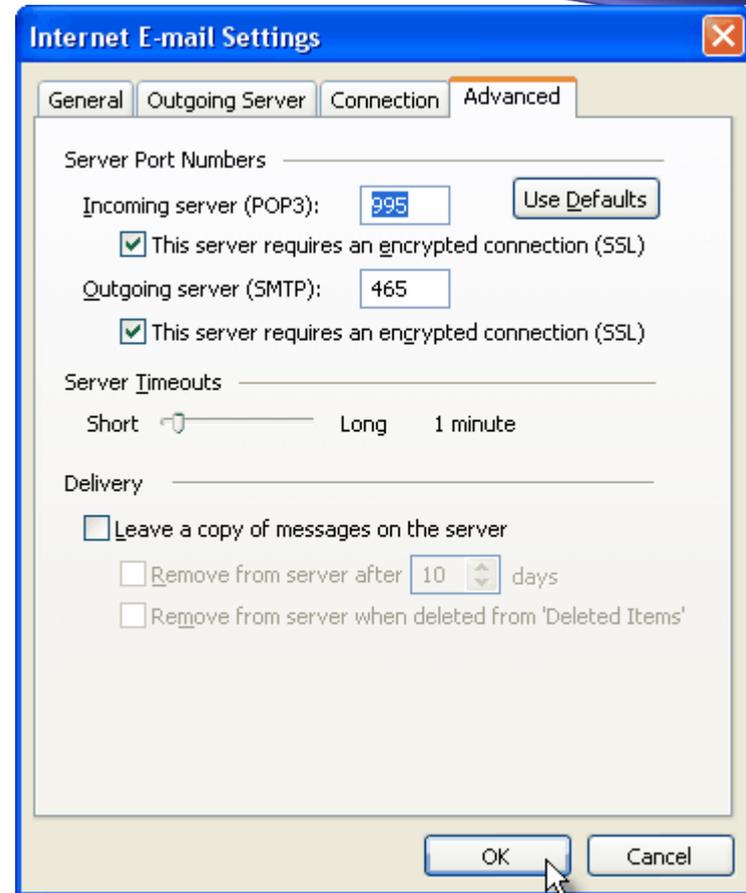


Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**

If you use Gmail as an IMAP Outlook account:

- On the "Incoming server (IMAP)" field, enter 993 and mark the box "This server requires an encrypted connection (SSL)";
- On the "Outgoing server (SMTP)" field, enter 587 and mark the box "This server requires an encrypted connection (TLS)".



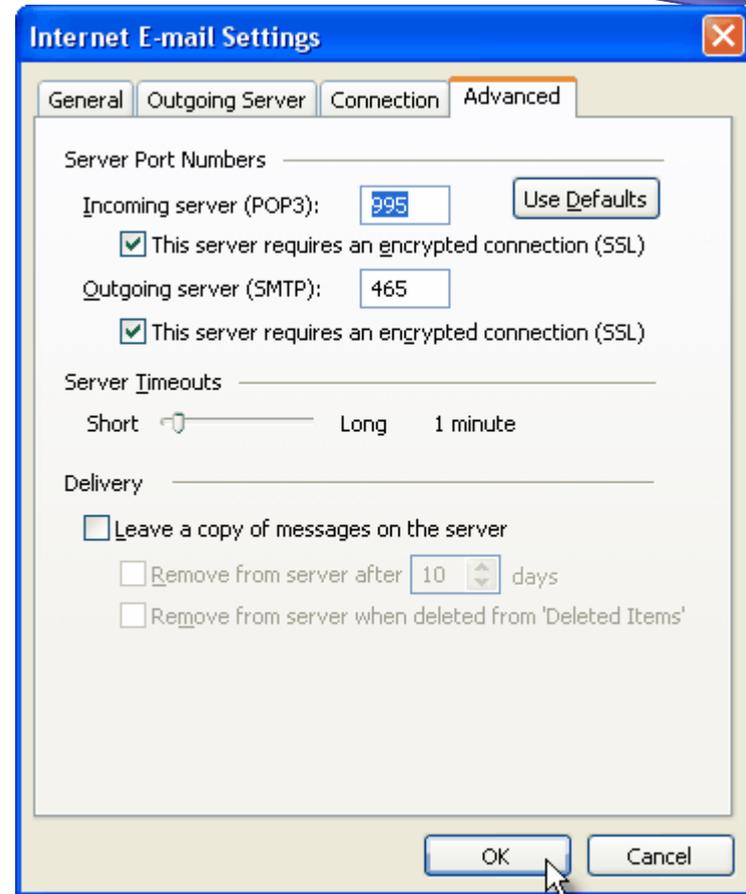
Configure Outlook to work with Gmail

- **Configuring the Outlook Gmail settings**

For both POP and IMAP, you also have to enable the option "My outgoing mail server requires authentication" from the Outgoing Server tab.

You can also change the server timeouts period: this defines the time interval for which Outlook will wait to establish a Gmail connection, before triggering a connection error.

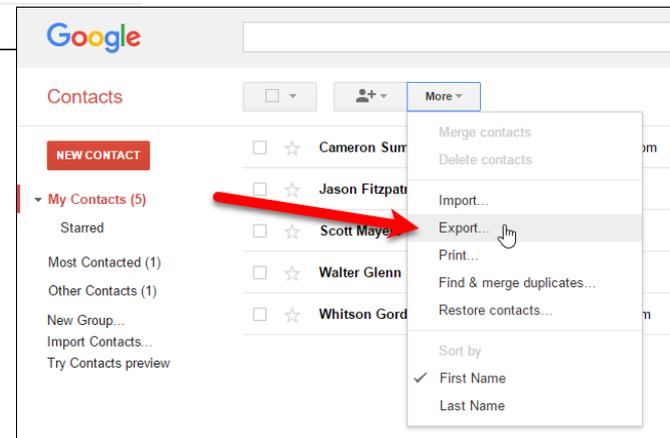
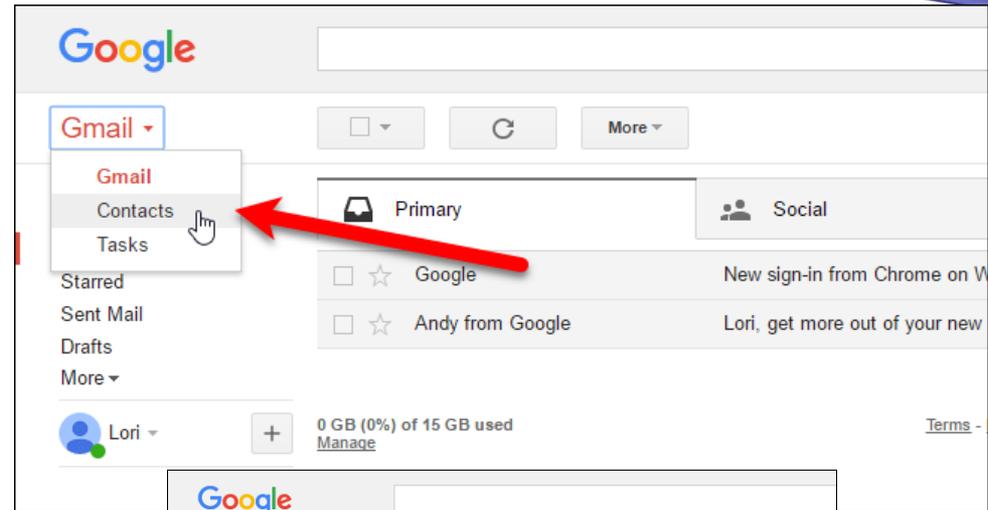
The "Delivery" options are not important for an Outlook Gmail account: no matter what you would change here, Gmail will always keep a copy of each email on the Gmail server.



Configure Outlook to work with Gmail

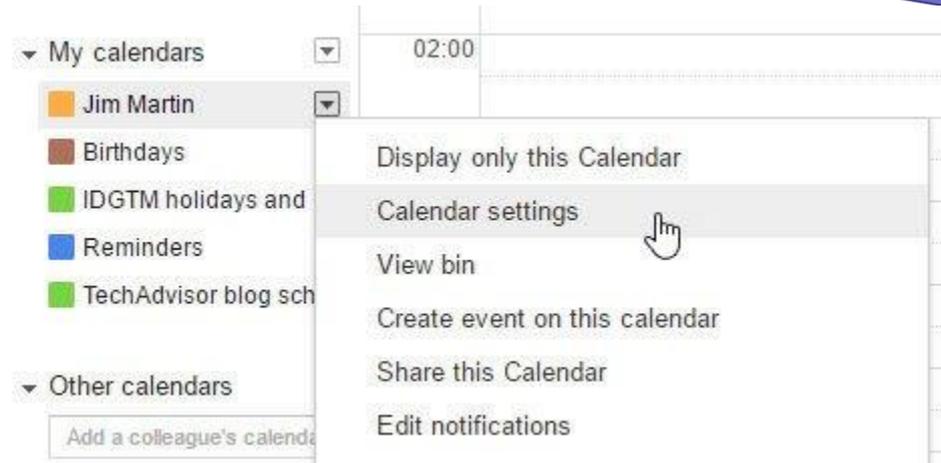
Import contacts from Gmail

- Sign in to Gmail
- Click **Gmail > Contacts**
- Click **More > Export**
- In Outlook, click **File > Open & Export**
- Click **Import/Export**
- Click **Import from another program or file**
- Click **Next**
- Follow the steps in the wizard



Export a Google calendar

- Click the drop-down menu next to the relevant calendar in the My Calendars section on the left
- Choose Calendar Settings.
- Scroll down and click Export this calendar
- It downloads as a zip, so copy the .ics file out



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Import a Google calendar into Outlook

- Go to File
- Open and export
- Import and export
- Select the option to import an iCalendar (.ics) file



Methodological tool

Sync your devices

EUPA_LO_82_M01



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- Review Question 1

- How could Documents between a Windows PC, an iPad and an Android mobile phone be synchronized?

- Review Question 2

- All Contacts are on gmail. How can they be transferred to an android mobile?



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- Synchronization between electronic devices
 - Create an internet account
 - Sync Contacts / E-Mail
 - Sync Documents / Photos
- Outlook Synchronization
 - Configure Outlook
 - Import/Export Contacts
 - Import/Export Calendar





Well Done!

You have completed this unit



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